

STATE OF CALIFORNIA

Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: June 5, 2006

Bulletin # 619

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296-0001

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: June 16, 2006

California Relay Service

TDD 1-800-735-2929

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #619

- **CONSTRUCTION SUPERVISOR II – ACQUISITION AND DEVELOPMENT DIVISION/
NORTHERN SERVICE CENTER/PROJECT MANAGEMENT SECTION/SACRAMENTO**
- **OFFICE TECHNICIAN (TYPING)/OFFICE ASSISTANT (TYPING) (PERMANENT
INTERMITTENT) – OCOTILLO WELLS DISTRICT**
- **PERSONNEL SPECIALIST – PERSONNEL SERVICES DIVISION/TRANSACTIONS
UNIT/HEADQUARTERS/SACRAMENTO**
- **STAFF SERVICES MANAGER I – PERSONNEL SERVICES DIVISION/BENEFITS AND
SPECIAL PROJECTS UNIT/HEADQUARTERS/SACRAMENTO**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility and who meet this eligibility by the established final filing date.** Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview
And all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, sections 17.1-17.7 of the unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 Of the unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

CONSTRUCTION SUPERVISOR II (\$5425-\$6595) – ACQUISITION AND DEVELOPMENT NORTHERN SERVICE CENTER/PROJECT MANAGEMENT SECTION/SACRAMENTO

The reporting location for this position is the Northern Service Center, located in Sacramento. This position will work under the direction of the Construction Supervisor III. The incumbent will be responsible for the management and coordination of numerous construction projects within the State Parks system. Duties will include facilitation and coordination of project design teams, managing and forecasting project budget and cost, initiation and management of consultant contracts, and management of various programs related to project development. **State housing is not available.** Training and Development assignments will be considered. For further information regarding this position, please contact Lori Murchison at (916) 445-8965.

OFFICE TECHNICIAN (TYPING) (\$14.48-\$17.60/HOUR)/OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) (\$11.56-\$15.24 /HOUR)/OCOTILLO WELLS DISTRICT

The reporting location for this position is the Ocotillo Wells District. This position will work under the direction of the District Administrative Officer. This is an opportunity to work in a beautiful desert environment in a position that offers independence and project time for completion of individually assigned projects. Responsibilities will include receptionist duties, word processing, data entry, purchasing, and filing. This position may work up to 1500 hours per year. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information regarding this position, please contact Leda Seals at (760) 767-5391.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**PERSONNEL SPECIALIST (\$2431-\$3800) – PERSONNEL SERVICES DIVISION
TRANSACTIONS UNIT/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Personnel Transactions Manager. The incumbent will have full responsibility for processing various personnel transactions into PIMS (Personnel Information Management Systems) and HRIS (Human Resources Information System); entering corrections to leave balances on HRIS; requesting various pay utilizing PIP (Payroll Input Program); preparing various payroll documents for submission to the State Controller's Office; and interacting with numerous departmental employees and control agencies. Desirable qualifications include excellent organizational skills, ability to handle sensitive situations with confidentiality, and proficiency in writing letters and memos. **State housing is not available.** For further information regarding this position, please contact Trayce Gilkey at (916) 653-6398.

**STAFF SERVICES MANAGER I (\$4746-\$5726) – PERSONNEL SERVICES DIVISION/
BENEFITS AND SPECIAL PROJECTS UNIT/HEADQUARTERS/SACRAMENTO**

The reporting location for this position is at Headquarters in Sacramento. This position will work under the direction of the Assistant Personnel Manager. The incumbent will be responsible for the overall management and supervision of the statewide Benefits Program, Industrial Disability/Temporary Disability payment processing, and directing the work of a special projects staff person. Desirable qualifications include excellent communication skills, both orally and in writing, program management experience, and knowledge of the statewide Benefits Program. **State housing is not available.** For further information, please contact Jackie Cheyne-Shelton at (916) 651-8178 or Olivia Suber at (916) 653-9935.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
Accounting Technician	Continuous	Promotional/Spot Sacramento
CEA, Chief Planning Division	June 16, 2006	Open
Communications Operator	Continuous	Open
Executive Secretary I Coachella Valley Mountain Conservancy	June 9, 2006	Open/Spot Riverside
State Park Cadet (Lifeguard)	Continuous	Open
State Park Ranger Cadet	Continuous	Open
Water and Sewage Plant Supervisor	Continuous	Open

THE FOLLOWING ADVERTISEMENT IS FOR THE SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM (The Academy)

POSITION ANNOUNCEMENT: EXECUTIVE DIRECTOR

LOCATION: Evergreen Valley College, San Jose, CA

COMPENSATION: \$135,828 - \$146,532 plus generous vacation and benefit package, including 401K Defined Contribution Plan (This is not an STRS/PERS position.)

The Executive Director, under the direction of the Joint Powers Governing Board, is the Chief Executive Officer responsible for all matters related to regional public safety training. The Academy, through an innovative partnership with six community colleges, offers training and educational programs that meet the needs of more than 160 public safety agencies comprised of police, fire, corrections, emergency dispatch, probation and emergency medical services. With more than 600 adjunct faculty and 26 full-time staff, The Academy delivers programs to approximately 2300 full-time equivalent students with an annual budget of \$6 million.

APPLICATION PROCESS: The full job description and application procedures are available online at: www.theacademy.ca.gov

Reading of applications will begin on July 17, 2006.

QUALIFICATIONS (Education and Experience)

- Master's degree from an accredited institution is required.
- At least one year of formal training, internship or leadership experience reasonably related to the position is required.
- Sufficient public-safety professional work experience or mid-level higher education administrative experience which includes some component of public safety supervision is required.
- Five years of progressive, full-time administrative experience at a similar level of responsibility is desired.
- Public safety training and community college teaching, supervisory or administrative experience is desired.

CONTACT INFORMATION:

Dr. Joe Samuels, Interim Executive Director
408-223-6744 or joe.samuels@theacademy.ca.gov
Dr. Lois Callahan, Search Consultant
650-573-1980 or loisacall@aol.com